



RECRUITMENT

U.S. EMBASSY, TEL AVIV

ALL CANDIDATES MUST FOLLOW THE INSTRUCTIONS FOR APPLYING AND READ THE "OTHER INFORMATION SECTION" TO MAXIMIZE THE OPPORTUNITY FOR CONSIDERATION FOR THIS POSITION.

ANNOUNCEMENT NUMBER: 15-062

OPEN TO:	<u>ALL INTERESTED CANDIDATES</u>
POSITION TITLE/GRADE:	POLITICAL ASSISTANT – FSN-9/FS-5
OPENING DATE:	SEPTEMBER 24, 2015
CLOSING DATE:	OCTOBER 14, 2015
WORK HOURS:	MONDAY – FRIDAY 40 HOUR WORK WEEK (Must be available to work evening and weekends when needed)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION:

This position is located in the Political Section in the U.S. Embassy Tel Aviv, Israel. The incumbent provides information gathering, research, reporting and support services related to political reporting. Prepares original analytical cables and reports for transmission to Washington.

QUALIFICATION REQUIRED:

- University degree in political science, international relations, journalism, history, international law or equivalent.
- A minimum of five years of progressively responsible experience in civil administration, program support, or research and analysis in the social sciences.
- Fluency in both English and Hebrew.
- Extensive knowledge of Israel's political, economic and social structure, institutions, political parties, history and key political figures. Strong familiarity with and contacts in Israel's periphery and minority communities. Sound grasp of the history and main issues in U.S.-Israeli relations.
- Ability to develop and maintain a wide range of contacts, from working to high level, in the public and private sectors across Israel. Ability to brief the Ambassador and the Front Office. Ability to interrelate political developments with economic and social forces and factors. Ability to obtain materials and information from varied sources and to plan, organize and execute research projects. Ability to draft factual and analytical reports. Ability to use computer software programs to include Microsoft Office and Excel. Ability to work cooperatively in a multicultural and inter-agency office environment.
- The incumbent may be asked to work overtime on some evenings and weekends. Ability to maintain a flexible schedule.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. (As required): The candidate must be able to obtain and hold a security clearance.

HOW TO APPLY:

- Submit a Curriculum Vitae by email telavivemp@state.gov or by fax: 972-3-519-7605 or via mail to the U.S. Embassy, Human Resources Office, 71 Hayarkon St., Tel Aviv, Israel, or you can use the Universal Application for Employment [DS-174](#). To apply using the form you must download the form onto your personal computer and send using one of the methods described above.
- Vacancy number must appear on all applications.
- Applications must be received by the closing date specified on the announcement. Applications received after this date will not be considered.
- Resumes must include: Citizenship, date of birth, email address, or complete mail address, completion of secondary school certificate, colleges attended, work experience (include dates of employment, duties, correct address for employer), special skills, language, trade and licenses.
- All candidates must be 18 years of age to be eligible for appointment.
- The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position. Applicants who fail to meet requirements for the position will be disqualified.
- If college education is a requirement for the position, a transcript is required.

OTHER INFORMATION:

- In order for U.S. citizens to be considered for employment, proof must be provided with their application, of their Israeli citizenship, work permit and/or legal status in Israel.
- Former U.S. military members (up to rank of Major) who claim Veteran preference may receive preference if found qualified for the position. **Copy of DD-214 must be provided.**
- Eligible Family Members of USG direct hire employees receive preference if found to be among the best qualified.
- Candidates are subject to testing for language, computer or other position related skills.
- Post has a nepotism policy.

POINT OF CONTACT:

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Recruitment Program
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DEFINITIONS:

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive \ USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The U.S. Mission in Israel provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.